

**SUN LAKES COMMUNITY THEATRE  
BOARD OF DIRECTORS MEETING  
JULY 9, 2019  
OAKWOOD BRADFORD ROOM**

Present: Sandy P, Mary V, Bill B, Rick W, Cindy D, Jack M, Howard H.

Absent: Carol H.

Guests: MJ, Norm H, Jim N, and Greg P.

Recording: Asst. Secretary- Michael C.

Call to Order: 10:05AM

Approval of Amended motion (paragraph removed from Executive Session minutes and added to Open Session) June 25th Minutes: **Motion** to approve made by Bill and seconded by Mary. **Motion passed.**

Approval of June 30th Financial Report: Motion to approve made by Bill and seconded by Mary. **Motion approved.**

Addendum to the Minutes: To lend brevity to the BOD meeting the information that follows was prepared by each of the board directors ahead of the scheduled meeting:

Programs, Education: (Mary V.) Welcome Back Cool Down is on August 28th, 4PM at Poolside (Oakwood).

Correct date: December Holiday Party is December 10th at Palo Verde.

New: Karen Burns' Story Telling and Advanced Acting classes.

Karen usually charges \$50/hr.; however, class fees will be based on the number of people who sign up. **Storytelling:** Oct 19-Nov 9, 2 hr. classes from 10AM-Noon.

**Advanced Acting:** Jan 9 - Feb 13, Thursdays, 2 hr. classes from 10AM-Noon.

Publicity: (Bill B.) **Upcoming show is Plaza Suite at the Cottonwood Ballroom- Director: Merrie Crawford.**

Road signs go up: 9/23 Mon. 8AM. (Will need to hire outside help for this chore.) Ticket sales begin online at [www.slctinfo.com](http://www.slctinfo.com) at 10AM on 9/30 Mon. (Jim Nielsen is considering face-to-face sales since he has done so in the past and he will need help.)

Load-in will be 10/21 Tues. 9AM. (Will need to hire outside help for this.) The risers will be set up: 10/22 Wednesday am + Tech./dress rehearsal 4-7PM. **Shows: 10/23 Wed. through 10/26 Saturday: Evenings at 7PM + 10/27 Sunday Matinee at 2PM.** Strike set & load-out: 10/27 app. 4:00 PM (Will need to hire outside help for this.)

Articles are being prepared for the August, September and October issues of *The Splash* and other area newspapers. Posters and flyers will be posted in clubhouses and will also be available for SLCT presentations at the **Fall "Open Houses"** at three clubhouses. We are signed up for the 3 "open Houses: at **Cottonwood on Saturday, October 12th and at Sun Lakes Country Club on Saturday, October 19th;** the

**Oakwood Open House will be held Saturday, October 26th from 9AM to Noon, the day the show closes,** so we could do last-minute ticket sales if the Saturday matinee is not already sold out; in any case, we will have a presence at the Oakwood open house to advertise SLCT.

Grants & fundraising: (Carol H.) No new information at this time.

Technical: (Rick W.) No new information at this time.

Financial/Treasurer: (Cindy D.)

Re: Possible rental space in the ACE Plaza. Michael Robson promised Sandy that he would forward a contract and follow-up information on Monday, July 8th, so we may have that by the meeting on Tuesday, July 9th.

Shows updates:

No new updates; same information as last meeting for both fall and spring shows; nothing organized yet for the summer show except the dates established:

Red Velvet Cake War Summer of 2020 Director: Sandy Bocynesky at Cottonwood.

It was reported that the Robson property rental located next to the "Subway" restaurant on Riggs is still awaiting a lease agreement for the board to review and sign.

MJ and Norm gave the board an update on the purchase of upgraded lighting equipment. Equipment that we no longer have need of will be sold off. Rick pointed out that we only need 3 lights rather than the 6 lights that were presented.

MJ pointed out the safety issue in adjusting lights once they have been raised. Howard indicated that the trusses are not needed and that we can sell them to add to our revenue.

A **motion** was made by Rick and seconded by Mary to purchase three T bars and trusses costing \$892. Cindy wanted to know where does the cost fit into the budget. The budget needs to be increased for lighting from \$250. to \$950 adding an additional \$700. to the budget. **Motion** to liquidate old equipment and purchase new lighting equipment passed.

Jim N. reported on ticket sales providing the board with the details that go into the selling of tickets. Jim proposed that we initially sell tickets on-line and then switch to in-person sales. More people are needed to sell tickets. An upgraded computer is needed. Sandy stated that we need to publicize the change in ticket sales in "The Splash".

A **motion** was made by Bill and seconded by Mary to purchase a new computer by adding \$300. to "office supplies". **Motion passed.**

Cindy agreed to add \$900. to the lighting budget to allow for shifting resources. Ticket prices for the holiday party will be increased to accommodate for entertainment **or** have SLCT local talent perform to save money.

A **motion** was made by Howard and seconded by Bill to use our SLCT talent at future holiday parties thus saving money in the process. **Motion passed.**

A discussion regarding the charge for refreshments by Cottonwood was **tabled**. Scholarship money was also discussed. Greg indicated the need to increase insurance coverage.

Discussions with Cottonwood to include ownership of the risers as well as refreshment costs.

A **motion** was made by Jack and seconded by Mary to accept the annual budget. A budget line for “fund raising” will be added. **Motion passed.**

Discussion on upcoming ticket sales and membership dues were **tabled** for future discussion along with school donations.

A **motion** was made by Howard and seconded by Rick to adopt the following “plans to accomplish SLCT goals”: 1) To provide SLCT with storage/work space and rehearsal space hopefully with the rental of space through Robson properties; 2) Focus on fund raising to enable future SLCT growth; 3) Get the general membership involved in SLCT functions and participation in committees; 4) To provide for a full season of shows; 5) To improve lines of communications. **Motion passed.**

To achieve these goals SLCT will need property cost history from Robson and SRP (1); Carol (not present) to discuss fund raising (2); Survey membership on interests and one-on-one approach to recruit participation (3); Fall 2020 show possibly Sandy to do a dinner show also asking current directors for their input (4); Improve transparency between SLCT board and general membership with emphasis on open board meetings (5).

BOD meetings posted for general membership to attend.

A **motion** was made by Bill and seconded by Mary as recommended by Greg to increase SLCT insurance coverage. **Motion passed.**

Meeting concluded at 12:32PM with the next meeting scheduled for August 13th at 10AM in Oakwood’s Bradford room. General membership always encouraged to attend.